

**SECRET**NPIC/PD 85-64  
10 December 1964

MEMORANDUM FOR: Executive Director, NPIC

THROUGH: Assistant for Administration, NPIC

SUBJECT: Publications Division Report for 1-28 November 1964

1. The Publications Division completed 138 publications during the 4-week period ending 28 November, including 5 CIA/PID reports, 27 MILOBS, and 46 SAM site reports. Three errata, not included in the publications total, were also issued. These publications contained a total of 1376 pages and 453 illustrations. In addition to illustrations in publications, the division produced 341 other graphical items, including 150 briefing boards and 123 vugraphs.

2. Production, in general, showed a marked decline compared with that of most recent months. Chief factors were the low level of mission activity, the dearth of large, machine-run publications such as KH MCI's or Ephemerides, and the decline in number of special graphics projects. Compared with the previous (5-week) reporting period, the number of pages declined by 60 percent, the number of illustrations in reports by 33 percent, and the number of other graphics by 75 percent. The number of publications increased, however, by 48 percent. Chief factor in the latter rise was the completion of 46 one-page SAM site reports, the first in a continuing series that will ultimately number in the hundreds. The prospective completion during the next reporting period of certain large machine-run publications now in process is certain to reverse the downward trend noted above and restore it to more normal seasonal proportions.

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GROUP 1 Excluded from automatic downgrading and declassification
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3. A statistical summary of division activity follows:

	<u>NATIONAL</u>	<u>SUPPORT/SERVICE</u>	<u>TOTAL</u>
Analysis Phase:			
Backlog of projects in analysis at beginning of reporting period	119	36	155
New projects received during reporting period	90	124	214
Analysis completed	76	83	159
Projects sent to signoff	57	21	78
Projects received from signoff	60	30	90
Projects cancelled	12	2	14
Backlog of projects at end of reporting period	121	75	196

## Production Phase:

Backlog of projects in PD production at beginning of reporting period	54	44	98
Projects received in PD for production	76	83	159
Projects transmitted to PSD during the reporting period	71	30	101
Other projects completed during the reporting period	10	49	59
Total PD production during the reporting period	81	79	160
Backlog of projects in PD production at end of reporting period	49	48	97

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4. Division personnel worked a total of 1290 hours overtime during the 4-week reporting period. All such time was devoted to mission work and projects of the highest priority. Even if adjusted to reflect the shorter reporting period, this figure would still be lower than the comparable total for recent months.

5. As shown in paragraph 3, the division commenced the reporting period with 155 projects in analysis and during the period received 214 others for a total workload of 369 projects. By the end of the reporting period the backlog had increased to 196 projects largely because of 64 MILOBS, most of which had been received recently. The outstanding feature of the analysis effort during the reporting period was the unusually large proportion of GAO time devoted to a relatively few large and/or complex detailed reports.

6. Projects on hand in PD for production remained virtually the same at the end of the reporting period compared with the beginning. Most noteworthy feature of the productive effort was the completion of several tens of MILOBS in the newer series. In spite of this beginning, MILOB inputs will have to increase substantially if a production bottleneck is to be avoided next spring.

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Chief, Publications Division, NPIC

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